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OTE 1610-87

13 MAR 1987

MEMORANDUM FOR: Senior Training Officers
OTE Division Chiefs

FROM: [REDACTED]
Director of Training and Education

SUBJECT: Minutes of STO Meeting, 5 March 1987

1. "Mini ITCIA for All EOD's"

C/CTD proposed that a half-day "Mini ITCIA" be run approximately 50 times per year so that all new employees could attend during the first week of their employment. C/CTD elicited suggestions on what the "Mini ITCIA" should include; for example, an overview of CIA, a briefing on ethics, etc. In order to cover this type of information, D/OTE recommended that an extra hour be added to the orientation that the Office of Personnel provides for new employees. He said that it should not be called "Mini ITCIA" in order to avoid confusion with ITCIA.

2. OPM Women's Executive Program

[REDACTED] AIS/MISG/OIT, presented an overview of the OPM Women's Executive Program. [REDACTED] is one of 190 government participants and seven from CIA in this program. She discussed the requirements for the program:

- Having a minimum of three interviews, two of which have to be with SIS officers,
- Obtaining "shadow assignments" with senior officers to observe management styles,
- Obtaining a minimum of three rotational assignments (one 30 day assignment and two separate 60 day assignments).

[REDACTED] will be eliciting assistance from all Directorates to meet these requirements.

3. "Managing Change" Auditorium Sessions

C/LDD discussed the Auditorium presentations planned in support of the new pay for performance initiative. Bob Marshak, an organizational change expert from American University, will conduct these presentations in the Headquarters Auditorium tentatively scheduled for April, June and July. Final details for these presentations will be worked out during the Management Occupational Panel meeting to be held on 9 and 10 March [REDACTED]

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4. Developments in Language Training

C/LTD discussed the Survival Language Training Program. Courses in Spanish, French, German, Japanese and Russian will be offered beginning in late Spring. The STO's have received information on enrollment procedures.

C/LTD will present a portion of the interactive video disks on Spanish survival to the next STO meeting tentatively scheduled for 9 April 1987.

25X1 A Pilot Program in Spanish for six DO officers will be run in the Summer of 1987. There will be four months of intense training at the CoC Building and two months of total immersion [] C/LTD believes that this program will bring students to higher competency levels in a shorter time period.

5. Travel Awareness Program

25X1 [] DC/WOTD, reminded attendees that the Travel Awareness Program is a half-day course, to be run in March and April, designed for all people
25X1 going PCS or TDY. The program covers terrorism, [] and personal safety.

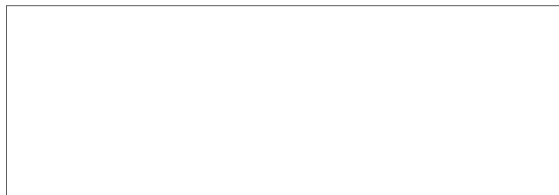
6. New Regional Studies Courses

25X1 C/ITD/TIB described the two new regional studies courses on Terrorism and Insurgency. The Terrorism Course was run in January and the Insurgency Course will run [] in March. The STO's were encouraged to notify [] if additional course runnings become necessary.

7. Full-Time Academic Training

D/OTE elicited ideas on how to handle the numerous applicants for the full-time academic training program. OTE has received 74 names of people who have expressed interest in the program. It was decided that OTE/TSD will send each applicant a form letter. This form letter will contain some specific questions on what each applicant hopes to achieve through participation in the program. This form letter will be channeled to the Directorate's STO and will be processed through their Training Selection Board.

25X1 D/OTE also elicited suggestions on the processing of candidates for the Officer in Residence Program. It was agreed that the interested candidates be channeled in the same way as the candidates for the Full-Time Academic Training Program.



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